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## **Public Transportation Advisory Council Meeting Minutes**

October 10, 2019: 9:00 am – 2:00 pm  
Idaho Transportation Department  
Conference Room 212  
3311 W. State St, Boise, Idaho 83703

- I. Call to Order (Chair) .....9:03 am
- II. Roll Call (Chair).....9:04 am

PTAC Members	ITD-PT Staff	Other
Maureen Gresham – D3 PTAC & PTAC Chair	Shauna Miller	Terri L. – TVT
Ryan Luttmann – D1 PTAC	Rachel Pallister	
Carleen Herring – D4 PTAC*	Kristina Larkin	
Kathleen Lewis – D5 PTAC*	Drew McGuire	
Alisa Anderson – D2 PTAC*		
*On the phone		

- III. Approval of Minutes (Chair) – Vote .....9:05 am
  - Member Anderson motioned to approve, Member Herring seconded the motion
- IV. Public Comment .....9:06 am
  - Terri L (TVT) public comment made: NEMT Medicaid – discussed Health & Welfare presentation at JFAC. The Office of Performance and Evaluation issued a letter that has triggered numerous changes at H&W. There have been a number of staffing changes and policy changes that include increased accountability. Additionally, Medicaid is releasing the RFP for a broker next week. Public transit providers will have an opportunity to provide input.
- V. Public Transportation Office Updates (Shauna Miller & Rachel Pallister).....9:09 am
  - Safety Share – Engaged Driving (SM)
  - Staff Updates (RP)
    - PT Manager vacant, internal applications accepted to fill the position. Pending interviews.
      - Jeff Marker promoted to Division Administrator for Aeronautics
  - Welcome new staff member, Kristina Larkin



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- PT Intern took a new full time position.
  - Drew McGuire attended State Program Manager Conference in DC
  - Rachel attended National RTAP Conference & Leadership Summit
  - Shauna is now a US DOT Certified trainer & attended Leadership Summit
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- Website Updates (SM)
  - Applications for 2020-2022 online, closes 11/12/19 (SM)
  - Multistate contract update
    - TRPTA Update
    - Grant Management Software Update
    - GTFS – General Transit Feed Specifications
- VI. Operations and Capital Program Update .....9:45 am
- Report out on capital projects and their status
  - Operations
    - 5310 SU Program Overview
    - City of Twin Falls MPO Update
    - Valley Vista Update
    - Issues transit providers are having nationally and in Idaho is attracting and retaining drivers.
    - Spending information will be presented at the spring meeting.
- VII. Summit Update (Shauna Miller).....10:18 am
- Attendance
  - Survey feedback
  - 2020 Summit August 11-13, 2020
- VIII. Compliance Update (Rachel Pallister).....10:25 am
- 2019 Site Review overview and summary
  - FTA Drug & Alcohol Audit
    - Submitted 2 weeks before deadline
    - Only a few items remaining open
    - Kudos to MRTA & TVT
- IX. Intercity Bus Program Updates .....10:33 am
- IC Bus study update
- X. Performance Metrics .....1057 am
- Team, Provider, & PTAC Collaboration



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- XI. RTAP Update (Shauna Miller) .....11:01 pm
  - September TSI Course
  - Upcoming Trainings
  
- XII. PTAC Goals for 2020.....11:10 pm
  - Annual Idaho Transportation Board update in December on what PTAC has worked on and will be working on moving forward
  - Missed 1st 2019 Goal
  - Project evaluation metrics
    - Ridership
    - Asset condition
    - capacity
  - Statewide Plan
  - 2020 Goals Brainstorming:
    - Member Lewis suggested the statewide coordination of utilizing google transit. As well as the possibility of getting a seat on the broadband committee for PTAC. Additionally, she added aiding providing in advocating for local funding to assist with unforeseen maintenance issues.
  
    - Member Herring suggested a more active role in the Medicaid processes with Health & Welfare and the incorporation of FTA requirements into this. Chair Gresham was concerned with the ability to be directly involved with this, however, suggested that members can solicit input from their providers and provided that to the ITD-PT Office. Chair Gresham additionally offered to attend an IWG meeting as a PTAC representative to aid I the coordinated efforts. She also encouraged PT Staff to continue their efforts of engagement.
  
    - Member Luttmann suggested an approach that would align PTAC's goals with Safety, Mobility, and Economic Opportunities with their district providers. He added that there is a need to identify ways to do data and goal sharing, find a way to establish stability for local support, and resource sharing. Additionally, he suggested identifying places where public transportation has solved problems such as congestion and leverage this to promote the value of public transportation to gain additional support. He also discussed the possibility of identifying/establishing emergency reserves for public transit providers.
    - Chair Gresham suggested the continue work on performance measure in the application process. She added the focus on conveying messaging in a way to secure additional future funding. Additionally, she would like to highlight a service in each district and discuss the types of services, what they are doing, and



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the challenges they face during the Annual Transportation Board Presentation. She also would like the council to work with their providers to gather information to relay to PT Staff. She encourage representatives to work with providers they aren't as familiar with as well. Chair Gresham would like 2020 to be focused on provider challenges and communicating those through the appropriate channels.

- Chair Gresham asked the PTAC Representative to be prepared to discuss various opportunities that their provider can share resources on at the Spring 2020 meeting.
- Member Anderson suggested a focus on the Share the Ride Idaho efforts statewide. She added there could be a focus on challenge areas such as the insurance issues and it being such a large expense. Are there additional ways local providers can team up with their City or County Offices? Member Anderson volunteered to research ideas relating to this.
- Chair Gresham proposed meeting with PT Staff to summarize and follow up with the PTAC member. Members will then comment back to Chair Gresham with their thoughts.
- Member Luttmann pointed out that it is important that the goals not be too broad or they won't get done. He would like to see a few focal points with staff recommendations.

XIII. New Business and Future Business .....11:42 pm

- Annual Transportation PTAC and ITD-PT Transportation Board Presentations
- Chair Election – Spring Agenda
- 2020 Dates will be solicited by RP

XIV. Adjourn.....11:45 pm

- Member Luttmann moved to adjourn, Member Lewis seconded the motion